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10 July 1963

*ADM-3*

OFFICE OF PERSONNEL MEMORANDUM NO. 20-2-1

SUBJECT: Use of Reserve Appointment for the Employment of Retired Personnel

1. The following paragraphs have been extracted from an "Eyes Only" memorandum for the Deputy Director of Central Intelligence, and are published for the information and guidance of all concerned:

For the past several years, we have been careful in our routine recruitment to employ on a career basis only those individuals whose age and previous government service, if any, would enable them to earn a reasonable annuity by age 60 or 62. Some exceptions have been made in hard-to-get categories or in other special circumstances, but the rule is that a new recruit entering our service on a career basis can expect to earn a reasonable annuity by the time we will expect him to retire. In order to provide for staff employment status on a shorter term basis, we have established two types of limited term appointments: (a) temporary appointment for periods of one year or less; and (b) reserve appointment for periods of five years or less. Either of these appointments can be renewed if there is a continuing need for the individual's services but our commitment to him, and his to us, is only for the time period specified on his appointment document.

"We have not as a matter of standard practice applied these controls to the employment of senior retired officers. In a few cases, we have specifically recommended a reserve appointment, but in most cases employment commitments have already been made by senior Agency officials before the technical processing of appointment papers has been undertaken. \* \* \* In any event I now believe that there are significant advantages (and no valid objections) to the practice of routinely making the Agency appointment of a senior retired careerist from another service on a reserve basis. An exception to this rule could be authorized whenever there were unusual circumstances--although it is difficult to anticipate such a situation.

OPM 9-63

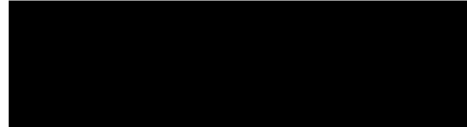
GROUP 1 Excluded from Automatic Downgrading and Declassification
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"It is recommended that you approve as a matter of policy the rule that the Agency appointment of a retired careerist from any other branch of Government service shall be made on a reserve basis for a specified term not to exceed five years." (underscoring supplied)

2. On 28 June 1963 the Executive Director approved the recommendation quoted immediately above. The policy established thereby applies equally to senior personnel retired from military or from civilian Federal service.



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EMMETT D. ECHOLS  
Director of Personnel